**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Braitling Primary School |
| **Job Title** | Administration Manager | **Designation** | Administrative Officer 5  |
| **Job Type** | Full Time | **Duration** | Ongoing commencing 23/04/2020 |
| **Salary** | $82,241 - $86,524 | **Location** | Alice Springs |
| **Position Number** | 8258 | **RTF** | 186208 | **Closing** | 05/04/2020 |
| **Contact** | Belinda Pearson, School Principal on 08 8958 5111 or belinda.pearson@ntschools.net |
| **Agency Information** | <http://www.education.nt.gov.au/> |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **Information about Selected Applicant’s Merit** | If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **Inclusion & Diversity** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. |
| **Special Measures** | Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=186208>  |

**Primary Objective:**

 Under the direction of the School Principal, provide high level leadership and support in the areas of finance, procurement, administration, infrastructure and human resource management for non-teaching staff in a busy and demanding environment of a large school.

**Context Statement:**

Braitling Primary School is located in the northern suburbs of Alice Springs with a primary school enrolment of 280 students, many of whom are from different cultural backgrounds, including a cohort of approximately 44% indigenous. Braitling works closely with community agencies, families and allied health professionals to support our students and families to engage in all aspects of the learning program.

**Key Duties and Responsibilities:**

1. Provide day to day management and overall supervision of the non-teaching staff of the school to ensure the provision of procurement, administrative, infrastructure, financial management and classroom support services for the school.
2. Maintain all financial records, which includes being responsible for the payment of school accounts, developing budgets, providing accurate financial reports, information and advice to the principal, school council, staff, the public and internal and external agencies and management of grant applications and acquittals.
3. Provide efficient and effective coordination of non-teaching staff training and recruitment in partnership with centralised services providers.
4. Manage and monitor information technology and integrated financial accounting systems.
5. Oversee maintenance programs and asset management including contract development and oversight for security, building hire and school equipment.
6. Undertake the duties of treasurer/executive officer of the school council and provide advice, reports and assistance as required, including Business Activity Statement (BAS) returns, payroll and arrangements of council employees, Pay As You Go (PAYG) tax and superannuation.

**Selection Criteria:**

**Essential**

1. High level interpersonal, verbal and written communication skills with a demonstrated ability to build and maintain effective networks with a range of internal and external stakeholders and interact effectively with people from diverse cultures.
2. Demonstrated experience in the management of business administration functions such as finance, procurement, administration, infrastructure and human resource management including ability to respond to changes in client needs.
3. Demonstrated sound organisational and problem solving skills with a demonstrated ability to work independently, work effectively within a team and work under pressure to complete tasks within required timeframes.
4. Demonstrated high level computer literacy skills, including, experience with the effective use of various office applications and data bases.
5. The ability to maintain integrity and confidentiality.

**Further Information:** The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid Certificate.

**Approved: March 2020 Belinda Pearson, Principal**